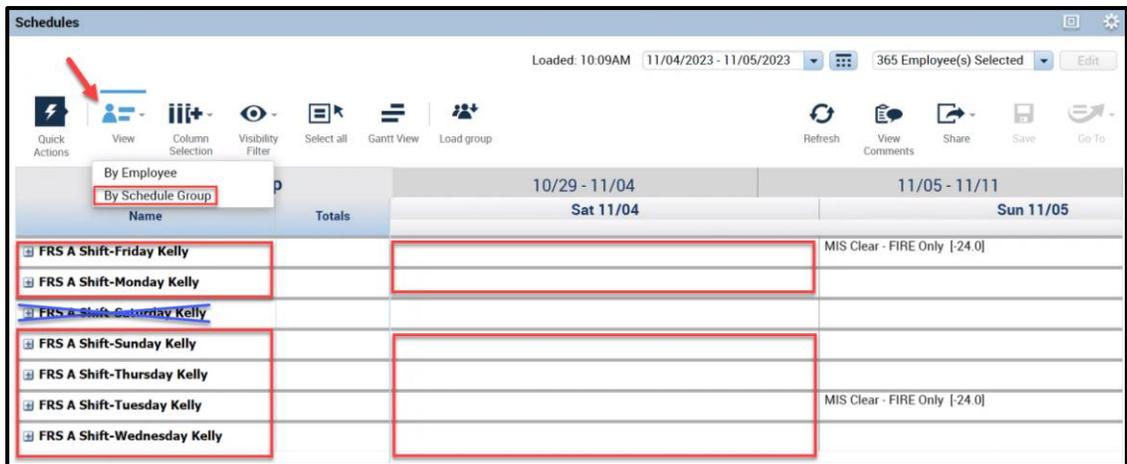




FRS – Daylight Savings Time (DST): FALL

MCtime Tasks:

1. Identify the FRS Shift (A/B/C) working over DST.
2. On the 1st Thursday (due to pay period close processing) of the pay period where DST displays, MCtime will adjust the schedules for the identified shift of FRS employees. For the Saturday event, MCtime will modify the schedule applying a **7:30a - 6:30a** for a 24 hour shift.
 - a. Use **FRS Pay Rule Assignment Genie** with the identified **FRS Shift “X” HyperFind > Sort on Schedule Group** column.
 - b. For each **Schedule Group** except **FRS x Shift Saturday Kelly**, highlight the employees in that group > click View > by Schedule Group.



- c. Select the Saturday DST cell at the Group Schedule level (not individual names).
- d. Insert shift 7:30a – 6:30a (for 24 hour shift) > SAVE > Answer YES to Workforce Central question “Would you like to apply to the individual group members” for a global change > SAVE

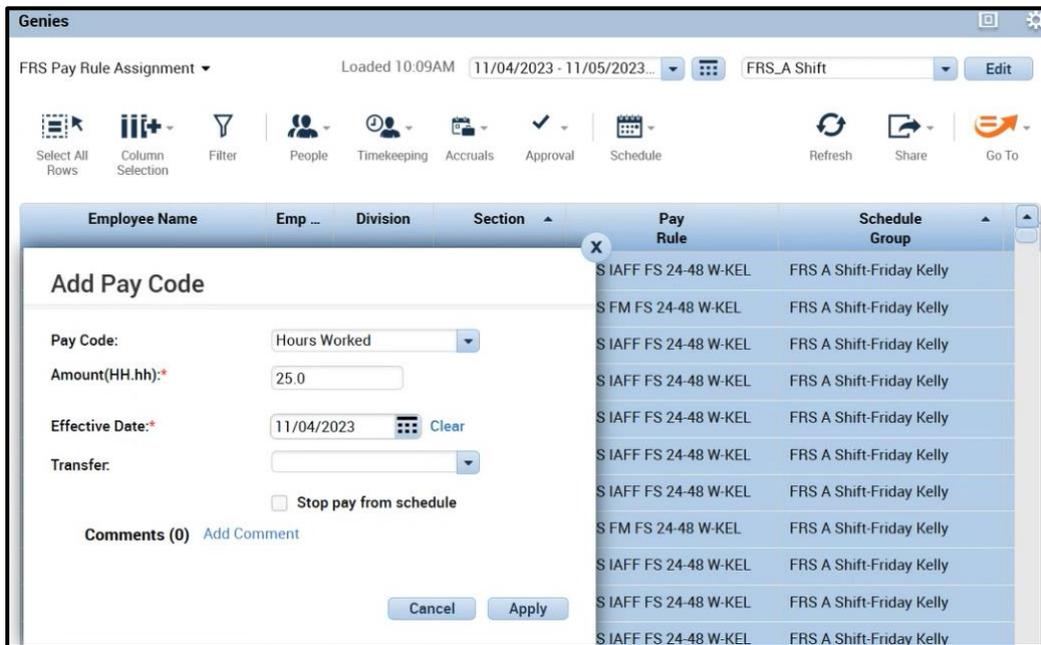




FRS – Daylight Savings Time (DST): FALL

3. MCtime will perform a Group Edit to the timecards for these employees to have 25 hours Worked so they receive one hour of Unapproved OT.
 - a. Using the same *genie/hyperfind* from 2a, highlight the employees > Amount > Add
 - b. window opens > pay code = Hours Worked, Amount (HH.hh) = 25 > effective date = event date (Saturday) > Leave box checked = Stop pay from schedule > OK > Timecard > refresh.

Note: Employees should now have 24 regular hours and 1 hour of Unapproved OT.



- c. Use General > Group Edits to check all transactions occurred.
4. MCtime, after changing the shift start/stop time and performing the group edits, will notify the FRS Closeout Team to approve the Unapproved OT for the day and review the day for all worked & all scheduled employees.





FRS – Daylight Savings Time (DST): FALL

FRS Tasks:

NOTE: Do NOT do Group Overtime Approval for additional hour worked for DST until after all leave types and CSBO utilized for that day has been reviewed and timecards have been adjusted as necessary.

- 1) Approve Overtime either by Individual or Group.
- 2) Using FRS Check OT Genie with the Identified FRS x Shift and the Specific date of the event (Saturday start for 24 hr shift). Sort on Unapproved OT column.
- 3) Highlight the FRS x Shift employees with one (1) hour of OT > Approve > Refresh to reset the genie with most current data – should no longer have employees with Unapproved Overtime in the column. Can also verify using General > Group Edit Results.
- 4) Use the FRS Genies with *HyperFinds* and search for troubleshooting scenarios.

SCENARIOS - FRS Closeout Team will review the following scenarios and adjust accordingly:

- a) Employee is scheduled & takes a full day of Personal or Administrative Leave:
 - Use 24 hours of leave
 - Remove 1-hour Overtime
- b) Employee is scheduled & takes partial day of leave:
 - Pay for hours worked
 - The amount of leave imported from Telestaff remains. Both should equal to the shift, either 24 or 10 hours (normal shift)





FRS – Daylight Savings Time (DST): FALL

- c) Employee is on Split shift:
 - Worked Day Side (10 hrs) & took leave Night Side (14 hrs) - Not entitled to OT for night side leave (hours worked plus leave hours should equal shift total hours)
 - Leave Day Side (10 hrs) and Worked Night Side (14 hrs) – Entitled to an extra hour of OT that occurred during the night side
- d) Employee is not scheduled & works a full shift of OT:
 - Pay OT for Actual Hours Worked (25)
 - Approve the overtime for these employees
- e) Employee is not scheduled & works a partial shift of OT night side:
 - Pay OT for Actual Hours Worked
 - Approve the overtime for these employees
- f) Employee is on CSBO:
 - Leave 24 hours of CSBO
 - 1 hour of Overtime was added
 - OK to Approve 1 hour of overtime
- g) Employee is working CSBW on their Saturday Kelly Day:
 - OK to record 24 hours worked – No OT for DST
- h) Employee is CSBW with leave code:
 - Ok to record 24 hours of CSBW leave – No OT
- i) Employee works on their Saturday Kelly Day:
 - Pay OT for Actual Hours Worked (25)
 - Or Pay OT Actual Hours Worked if part of day (15 hours for Night Side)
- j) Employee does not work on their Saturday Kelly Day:
 - If populated, need to delete the hour of OT (hard to ID ECC with Saturday Kelly)
- k) Employee is using Stand By Pay (SBP pay code):
 - Pay SBP for actual hours in SBP status (25 for full shift or 13 for 12 hour FEI night shift.)
- l) Management (Battalion Chief & higher) NOTE: Overtime is only a straight rate of 1.0.

